

**GEORGETOWN / SCOTT COUNTY  
BUILDING INSPECTION DEPARTMENT  
530 BOURBON STREET  
GEORGETOWN, KY 40324**

**REQUIREMENT CHECKLIST  
FOR COMMERCIAL (FIT UP)  
BUILDING PERMIT APPLICATIONS**

THE FOLLOWING ITEMS MUST BE SUBMITTED AT TIME OF APPLICATION

- **PERMIT APPLICATION** COMPLETED IN FULL - INCLUDING CONTRACTOR LIST
- ONE (1) COMPLETE SETS OF **CONSTRUCTION PLANS** INCLUDING:
  - 1. FLOOR PLAN
  - 2. TYPICAL WALL SECTION
  - 3. FOUNDATION PLAN
  - 4. ELECTRICAL PLAN
  - 5. ELEVATION DRAWINGS
  - 6. SITE SURVEY OR SITE PLAN BEARING THE SIGNATURE AND SEAL OF A KENTUCKY REGISTERED LAND SURVEYOR SHOWING LOCATION OF THE NEW STRUCTURE ON THE SITE WITH ACCURATE DISTANCES TO LOT LINES
- **APPROVAL LETTER** FROM DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION (IF APPLICABLE)
- **INSURANCE CERTIFICATE** OR **SIGNED AFFIDAVIT** (WORKERS COMP/ UNEMPLOYMENT)
- **BUILDING PERMIT FEE** (PER COST/FEE SCHEDULE)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BUILDING INSPECTION DEPARTMENT AT 502-863-9802 / FAX 502-863-9812.